



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	<b>1. Agency Address</b> Department of Education Office of Vocational Education Division of Vocational Instruction Atlanta, Georgia	Application Number <b>81-335</b>	
Application Number		Date Received <b>MAY 18 1981</b>	Date Completed <b>MAY 28 1981</b>
<b>2. Person to Contact</b> Ed Word		<b>Working Title</b> Division Director	
		<b>Telephone Number</b> 656-2560	
<b>3. Action Requested</b> a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
<b>4. Dates of Series</b> Earliest _____ Latest _____ To date _____		<b>5. Records Series Title</b> (followed by title used in office, if different) <u>DIVISION WIDE COMMON SCHEDULE</u> Vocational Organization Publicity Files	
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created? The function of the Vocational Youth Organizations is to provide the members opportunities to supplement through contests and special projects the traditional classroom education. The organizations are (1) the Distributive Education Clubs of America (DECA) for students enrolled in marketing or distributive education programs; (2) Future Business Leaders of America (FBLA) for students enrolled in business and office education programs; (3) Future Farmers of America (FFA) for students interested in all areas of agriculture; (4) Future Homemakers of America (FHA); (5) Georgia Association of Industrial Arts programs; (6) Vocational Industrial Clubs of America (VICA) for students enrolled in trade, industrial, technical and health occupations programs; and (7) Vocational Opportunities Clubs of America for students enrolled in the Coordinated Vocational Academic Education programs.			
<b>7. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: documenting the activities of the different vocational organizations.  Included are: Part (1) annual scrapbooks compiled by the State Secretary or Historian; Part (2) Still photographs or slides; Part (3) annual reports of state activities; and Part (4) state newsletters/magazines.  File is arranged: <u>By Vocational Organization; thereunder.</u> Chronologically by fiscal year; thereunder by part; thereunder randomly.			
<b>8. Monthly Reference Rate</b> How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
<b>9. Annual Rate of Accumulation of Records</b> Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
?		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
	4-2-81	Walker L. Baumgardner	5/14/81
Recommendations in paragraph 12 are approved (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
			5-26-81
Secretary of State/Designee		Carole Hart	5-22-81
Attorney General/Designee			5-27-81